

State of North Dakota Vendor Registration Request

To: _____ From: _____

Fax: _____ Pages: _____

Phone: _____ Date: _____

Subject: *North Dakota State Bidding Opportunity and Vendor Registration Requirement*

The State of North Dakota is planning to issue a solicitation for:

Commodity/Service	Commodity Code(s)

All vendors interested in participating in this solicitation must be an approved bidder:

- ☐ Prior to the release of the solicitation. The solicitation is scheduled for release _____
- ☐ By the date the solicitation opens. The solicitation opens _____
- ☐ Upon award of the solicitation and notification of award. Details will be provided in the solicitation.

North Dakota state law requires vendors wishing to participate in the bidding process to become approved through a registration process and be on the state bidders list. Your company currently is not an approved bidder. We invite you to participate in this solicitation by becoming an approved bidder.

The approval process requires you to complete a Bidder's List Application (SFN 53655) and all appropriate forms required by the ND Secretary of State's office. All the forms and instructions are found on the Vendor Registry website at <http://www.state.nd.us/csd/spo/vendor-reg-cert.html>

Please feel free to contact the ND Vendor Registry if you have any questions concerning the registration process.

Vendor Registry Office
14th Floor Capitol Tower
600 East Boulevard Avenue
Bismarck, ND 58505-0310
Phone: 701-328-2773
Fax: 701-328-1615

Email: spovendor@state.nd.us

Web site: <http://www.state.nd.us/csd/spo/vendor-reg.html>

We appreciate your interest in becoming a bidder for the State of North Dakota.